

**\*USAF Declass/Release Instructions On File\***

Approved For Release 2001/08/27 : CIA-RDP33-02415A000600070046-7

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STANDARD OPERATING PROCEDURE  
NUMBER 22-~~3~~177-1

7 May 1963

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PER DIEM POLICY FOR [REDACTED] MILITARY AND USAF CIVILIAN PERSONNEL

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1. PURPOSE: To establish a uniform policy and procedure for the payment of per diem to [REDACTED] military and USAF civilian personnel.

2. SCOPE: All military and USAF civilian personnel.

3. GENERAL:

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A. [REDACTED] has been established as the PCS point of assignment for our personnel with duty assignment on a TDY basis at [REDACTED]

B. USAF civilian travel pay and per diem will be computed according to Standard Government Travel Regulations. Military travel pay and per diem will be computed according to Joint Travel Regulations (JTR's).

C. It is expected that variations in travel will occur and it shall be the prerogative of the Base Commander to determine when such deviations are necessary.

D. The per diem received under this program is based upon an administrative determination and is not a right under government regulations.

4. POLICY:

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Effective 1 July 1962, per diem is computed by the [REDACTED] Finance Officer as follows:

A. USAF civilians.

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(1) Each USAF civilian will receive for each full day spent at [REDACTED] the amount of \$16.00 less 40% for quarters furnished, less 15% for each meal available. He would therefore be paid \$2.40 daily (representing \$16.00 less 85%). For each full day spent in [REDACTED] his PCS point, he will receive nothing.

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(2) For days of travel to [REDACTED] he will receive \$8.80 representing \$16.00 less 45% for 3 meals available. On travel to [REDACTED] from [REDACTED] he will receive \$2.40 representing \$16.00 less 85% computed per (1) above.

(3) The driver of his own car will receive .12¢ a mile. A USAF civilian passenger receives no mileage compensation. The established mileage is 120 miles from [REDACTED]

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(4) If travel is to a point other than [REDACTED] constructive mileage and per diem will not apply. USAF civilians will receive \$2.40 a day unless they return to [REDACTED]

B. Military Personnel.

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(1) All Airmen will receive \$1.00 and Officers \$3.50 for all full days spent at [REDACTED]. These rates are based on JTR's, para 4205, 5 (2) (4) (Tables of per Diem Rates within the U. S.).

(2) For days of travel to and from Las Vegas the per diem rate is \$8.00 a day less \$2.25 for each meal utilized.

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(3) The driver of his own car will receive .07¢ a mile and a passenger will receive .05¢ a mile. The established mileage is 120 miles from [REDACTED]

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(4) All Airmen will receive \$2.57 a day Basic Allowance for Subsistence for full days spent in [REDACTED]. This is also applicable if an Airman lives at a location other than [REDACTED]

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(5) If travel is to a point other than [REDACTED], constructive mileage and per diem will not apply. Officers and Airmen will be paid \$3.50 and \$1.00 respectively the same as in (1) above. Travel to a location other than their PCS point is considered personal and they are reimbursed as though they had remained at their TDY duty station.

C. The amounts quoted above for both USAF civilian and military personnel for travel days may vary depending upon actual arrival and departure times.

D. No advances against per diem will be granted under this program.

5. PROCEDURES:

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A. Each individual will maintain his own travel itinerary which must be approved by the appropriate Deputy Commander prior to submission to the [REDACTED] Finance Officer.

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B. Per diem for USAF civilians will be paid on a calendar month basis. Their travel vouchers will be submitted to the [REDACTED] Finance Officer not later than close of business on the first working day of the following month.

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C. Per diem for military personnel will cover the period from the 16th day of the month through the 15th day of the following month. Their travel itinerary will be submitted to the [REDACTED] Finance Officer not later than close of business on the first working day following the 15th of the month.

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D. The [REDACTED] Finance Officer will compute and pay per diem as soon  
as possible after receipt of [REDACTED]

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[REDACTED]  
Deputy Commander for Support

[REDACTED]  
Commander

OPI: DCS

DISTRIBUTION:

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